



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 15

EFFECTIVE DATE: **November 14, 1988;**
 Revised: 3/31/94; 2/3/05

SUBJECT: **Use of Leave Upon Retirement**

AUTHORIZATION: _____
 Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

It is the policy of the Division of Administration (DOA) that, (dependent upon business needs and approval by the section head), an employee who has 300 or more hours of annual leave and/or compensatory leave, and is eligible for retirement and has submitted an application for retirement with a firm effective date, may request use of leave up to a maximum of 25 working days (200 hours) immediately prior to his/her retirement date.

All leave requests prior to the above period shall be subject to the normal approval process by the section head.

II. PURPOSE:

The purpose of this policy is to set forth rules and procedures governing the use of leave (annual, sick and compensatory) in conjunction with retirement.

III. APPLICABILITY:

This policy shall be applicable to all employees and all sections within the Division of Administration both general and ancillary appropriations, except by those appointed by the Governor.

IV. RESPONSIBILITY:

Deputy/Assistant Commissioners and equivalent are responsible for:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads are responsible for:

Assuring that each employee under his/her supervision, current and new is:

- Made aware of this policy and its contents as well as any forthcoming revisions, and
- Informed that he/she must abide by the terms of the policy, and
- Informed of the consequences of violation of this policy.

Evaluating all requests for leave in conjunction with retirement and making a decision regarding those who meet the conditions of the policy and submitting any which are requesting an exception to the Appointing Authority through the deputy/assistant commissioners along with a recommendation.

Making decisions and recommendations based on non-discriminatory, job related reasons such as whether or not the absence from duty will hamper efficient operation of the employee's work unit.

Bringing violations to the attention of the deputy/assistant commissioner and dealing with violations in a fair and consistent manner.

Managers/Supervisors are responsible for:

Compliance with this policy in any fashion instructed by the section head.

Employees are responsible for:

Not engaging in other employment, during this period of leave, which would be prohibited during regular employment by either the Code of Ethics, Civil Service Rules, Dual Office Holding Act or departmental regulations.

Submitting a written request for leave and assuring that the leave is approved prior to taking the leave.

Returning to work immediately upon being notified that the leave is rescinded as a result of a business related reason.

V. EXCEPTIONS:

Exceptions to this policy shall be reviewed and approved by the Appointing Authority on a case by case basis. Some examples of exceptions which would be considered include:

- The employee was denied use of annual/compensatory leave during recent past years because of work responsibilities.
- An employee who has been forced to use sick leave as a result of an illness or injury and has exhausted all sick leave and the supplemental use of annual leave would allow him to gain retirement eligibility.
- The employee performs jury duty or other civilian duty as listed under Civil Service Rule 11.23 for more than five days while on leave prior to retirement.

VI. QUESTIONS:

Questions concerning this policy should be directed to the Office of Human Resources.

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.